

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: City Historian****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides historical information regarding city sites. Presents and coordinates exhibits featuring historical objects. Provides research and presentation advice.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides information regarding historic city sites, structure and events by conducting research, maintaining files, preparing reports, serving as ad hoc adviser, offering suggestions and contacts relating to resources and procedures regarding the collection, conservation and display of historic materials, making presentations to inside and outside agencies.
2	S	Provides administrative support by assisting library users in research, soliciting books, images, documents and objects for the local history collection, suggesting alternative repositories for additional resources, coordinating with inside and outside agencies to create historical exhibits and publications.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years of experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read various reports, print and electronic resources, brochures, and publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write articles, various reports, and presentations.
Managerial	Managerial responsibilities include planning projects and allocating resources.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, presentations, filing
Sitting	F	Computer, desk work, microfilm readers, answering telephone, meetings
Walking	F	To/from meetings, to/from office equipment, to research materials, in and out of building
Lifting	O	Boxes, documents, photos, files
Carrying	O	Boxes, documents, photos, files
Pushing/Pulling	O	Book carts
Reaching	F	On shelves, file cabinets
Handling	F	Books, documents, photos, files
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	Filing
Crouching	O	Filing
Crawling	N	
Bending	F	Retrieving files and items from shelves
Twisting	N	
Climbing	O	Step stools
Balancing	O	Step stools
Vision	C	Computer, desk work, microfilm readers, reading
Hearing	C	Staff, patrons, meetings, telephone, presentations
Talking	F	Staff, patrons, meetings, telephone, presentations
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, computer, laser or inkjet printer, microfilm machine, Photo Shop, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)